

# United States Mission Nigeria

## Vacancy Announcement

No. 2011-59	Date: October 26, 2011	Ref: 97-072002
Subject:	EFM RSO Secretary – When Actually Employed (WAE)	
Location:	ABUJA – Regional Security Office (RSO)	
Applicability:	U.S. CITIZEN APPOINTABLE ELIGIBLE FAMILY MEMBERS (USAEFM'S) ALL AGENCIES.	

**OPEN TO:** U.S. Citizen Appointable Eligible Family Members (USAEFMs), All Agencies.

**POSITION:** RSO Secretary - WAE, FP-8\*

**OPENING DATE:** October 26, 2011

**CLOSING DATE:** Until filled

**WORK HOURS:** When Actually Employed – WAE (not to exceed 32 hrs per week)

**SALARY:** AEFM: US\$35,753.00 (Starting salary)

**NOTE: ONLY U.S. CITIZEN ELIGIBLE FAMILY MEMBERS (AEFM) AS DEFINED BELOW OF U.S. GOVERNMENT EMPLOYEES ASSIGNED TO THE MISSION UNDER CHIEF OF MISSION AUTHORITY ARE ELIGIBLE FOR CONSIDERATION. A U.S. CITIZEN EFM DOES NOT HAVE TO BE RESIDING IN COUNTRY TO BE CONSIDERED, BUT THE SPONSORING OFFICER UNDER C.O.M AUTHORITY DOES HAVE TO BE OFFICIALLY ASSIGNED TO POST.**

The **U.S. Embassy in Abuja** is seeking to employ suitable and qualified candidate for the position of WAE RSO Secretary in the Regional Security Office.

**When Actually Employed** or intermittent work schedules, means an employee works without a regularly scheduled tour of duty. That is, the employee does not have a standard, established part time or full time workweek, but works on an “as needed basis” only. An employee working on a WAE work schedule can work part-time one pay period, full-time the next, and/or not at all the following pay period.

### **BASIC FUNCTION OF THE POSITION:**

Incumbent will provide routine secretarial support for the RSO, including typing, filling, taking phone calls, retrieving and routing internal correspondence, mail and telegrams. Assists in other routine secretarial support as needed by the RSO.

To obtain a copy of this announcement please visit our Mission websites at:

<http://abuja.state.gov/default.aspx>

### **QUALIFICATIONS REQUIRED:**

NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each criterion.

1. High School diploma is required.
2. A minimum of one year of previous secretarial or clerical experience is required.
3. Level IV (Fluent) Speaking /Reading English, is required.
4. Good writing and good oral communications skills are required.
5. Strong computer skills with good knowledge of MS Windows software including Microsoft Word excel, and Outlook are required. Typing 35 wpm.

### **SELECTION PROCESS**

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

### **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold a Top Secret security clearance.

## **TO APPLY**

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for US Federal Employment (DS-174) or a current resume or curriculum vitae that provides the same information as a DS-174; plus
2. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

## **SUBMIT APPLICATION TO**

Human Resources Office Abuja  
Attention: Recruitment  
Insert Address: 1075 Dip Plot, Central District, Abuja

## **POINT OF CONTACT**

Telephone: 09-461-4000 ext 4280

## **DEFINITIONS**

1. US Citizen Eligible Family Member (USEFM) – **For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:**

- US Citizen; and,
  - EFM (see above) at least 18 years old; and,
  - Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
    1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
    2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.
2. EFM: An individual related to a US Government employee in one of the following ways:
- Spouse;
  - Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
  - Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
  - Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

3. Member of Household (MOH) – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,

- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. Ordinarily Resident (OR) – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.
- EFM's without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the LCP. **This category may also include Members of Household who are not on the travel orders and who need a work permit to work legally in country.**

**CLOSING DATE FOR THIS POSITION: UNTIL FILLED**

*The US Mission in Nigeria provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.*

*The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.*

Approval: SHRO:PKhan

Drafted: HRS:CAchor

Cleared: RSO:VGecas

Cleared: FMO:KBohne